

Alta School Community Council Bylaws

Article I – Name

Alta High School Community Council

Article II- Laws

All Utah School Community Councils function under the following laws and statutes: Utah Code Ann.

- §53G-7-1202 (SCC Regulations)
- §53G-7-1204 (School Improvement Plan)
- §53F-2-404 (Trust Land Plan)
- 53G-7-1203 (SCC Meeting Requirements)

Utah Administrative Code:

- R277-477-1, et seq.
- R277-491-1, et seq.

Canyons School District Policy

- Section: K-School Community-Home Relations; School Community Councils; File No.KCE

Article III -Standing Rules

- I. Elections for SCC representatives will be held prior to the September meeting, but after the start of school each year. All voting SCC members will have their name and contact information posted on the website.
 - a. Number of Members: The number of School Community Council members will have a minimum of 6 parent or guardian members and five school employee members, including the principal. The maximum number of members will be limited to 25. The number of parent or guardian members must exceed the number of school employee members by two, including the principal. The number of members is regulated and will adhere to §53G-7-1202.
 - b. Notification of available SCC parent member seats, election dates and procedure for declaring candidacy for the SCC will be listed on the school website, posted in the Main Office at Alta High School, and sent as a mailing prior to the beginning of each school year.
 - c. Notice of elections, including positions available and how to file, will be made at least 10 days prior to the election.
 - d. Elections for SCC representatives will be held prior to the September meeting, but after the start of school each year. All voting SCC members will have their name and contact information posted on the school website.

- e. If there are more candidates than available seats, an election shall take place over 3 consecutive school days. The voting will take place over (at least) 3 consecutive school days. Two alternates will be selected from the remaining candidates after the seats are filled, in the order of the number of votes received.
- II. Members, parent and employee, have an expectation of attendance.
 - a. If for some reason a member cannot attend, they need to notify the chairman ahead of time to be excused. If absent three meetings in a row, any member will be excused from participation on the school community council and may be replaced by the group (employee or parent) that elected them.
 - b. If an SCC member misses three meetings in a given school year, they will be invited to resign as a voting member of the committee and the respective group (parent or employee) may appoint a replacement from the alternates selected during the election. If no alternate is available to serve, and it is determined that the seat needs to be filled, the SCC may seek out parents or school employees to be appointed.
 - c. An alternate may be appointed by the SCC as a voting member of the Council if a seat is vacated prior to the next election.
- III. A quorum is defined as a qualified majority with the stipulation that the majority must follow the legal composition of the council and have, at minimum, one two more parent members than employee members present to vote.
- IV. The Alta School Community Council will meet monthly with the exception of December, June, July and August. The majority of the council has to agree to cancel a meeting.
- V. Officers will be elected by the SCC at the September meeting each school year. The current Chair/Vice-Chair will serve through the summer months, assist the Principal with SCC elections, conduct the September meeting and assist the new leadership in the transition even if they no longer have a student at Alta High School.
- VI. The SCC may not close meetings. The meetings are always open to the public. Notification of the meeting, its agenda and minutes will be posted on the school website for three years.
- VII. Subcommittees may be established or ceased by a majority vote of the council.
 - a. Each subcommittee has to be chaired by at least one elected school community council member, which will report monthly on the committee's progress.
 - b. Other SCC members may serve on a committee.
 - c. Additional community members, both employee and parent, that are not elected SCC members may serve on any subcommittee.
- VIII. All meetings will be conducted using Robert's Rules of Order and will be conducted by the SCC Chair and follow the guidelines listed below.
 - a. Meetings will begin on time, use time wisely and finish on time, and stay focused on the agenda.
 - b. A speaker must be recognized by the Chair before addressing the group.
 - c. Members and guests will come prepared to participate and avoid side conversations during the meeting.

- d. Respect for others in verbal and non-verbal communication will be shown at all times.
 - e. Avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during the meeting.
 - f. Actions of the SCC requiring a vote will be conducted according to parliamentary procedures. A voting member must make a motion, another will second the motion and following discussion, the council will vote. In votes that are too close to call through a verbal vote, a roll-call vote will be taken.
- IX. Other positions to be considered by membership include:
- a. Secretary (optional but recommended): Takes notes and creates the minutes of the meeting for approval by the SCC. (note: SCC meetings no longer need to be recorded)
 - i. May be an elected member of the board.
 - ii. If appointed, membership needs to approve by majority vote. An appointed Secretary will not have voice or vote.
 - b. PTA Liaison (optional, but recommended)
 - i. May be an elected parent member of the committee, or
 - ii. An ex-officio, non-voting member of the PTA's choosing.
 - c. Counselor – required as employee member under Comprehensive Guidance Plan
 - i. Who serves from counseling is up to faculty vote.
 - ii. Representatives from counseling office are welcome to attend as ex-officio, non-voting members, if not voted on by employee membership.
- X. Guests may share appropriate input on subjects that fall under the School Community Council purview. A patron may bring a topic to the SCC by contacting the Chair at least one week prior to the scheduled meeting and asking to be added to the agenda. The SCC may invite any person/group to make a presentation on issues pertinent to the role of the SCC. The items that are appropriate for discussion by School Community Councils include, but are not limited to:
- a. School Improvement Plan
 - b. School LAND Trust Plan
 - c. Assistance in the development of the Staff Professional Development Plan
 - d. Academic needs of the school, with direction to determine the greatest academic need of the school for LAND Trust Plan expenditures
 - e. Parent/School communication and involvement

Items not to be discussed by the School Community Council include:

- a. Any personnel issues
- b. Individual student information

For a patron to bring a topic to the School Community Council they must contact the Council President in advance of the meeting and ask to be added to the agenda. An individual will be given 2 minutes to present. A group will be given 5 minutes to present. The Council, as a body, may then choose to add the topic to an agenda for future discussion.

These Bylaws will be posted on the SCC page of the school website. Each SCC member will read and agree to abide by the Bylaws.

Approved February 4, 2019